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18 April 1955

OFFICE OF PERSONNEL MEMORANDUM NO. 42-100-14

SUBJECT: Correspondence with Applicants

RESCISSON: OPM 42-100-10 (57-54), Correspondence with Applicants,
dated 20 August 1954

1. Timely correspondence with applicants may mean the difference between acquiring an effective new employee or discouraging an individual who may discredit Agency recruitment efforts with his associates who might otherwise be interested in employment with the Agency. The thread of contact is often drawn extremely thin because of the necessary handling which a file must receive before a person actually enters on duty. Correspondence which periodically informs the applicant of the progress of his application will do much toward assuring him that the Agency is doing all it can to expedite his processing.

2. Unless otherwise indicated by the office of the Director of Personnel, all correspondence with applicants will be prepared and dispatched by the Correspondence Branch, Processing and Records Division (PRD), for signature of the Director of Personnel. Before dispatching a new or revised form of correspondence, the Chief, PRD, shall determine that it meets the requirements established herein and is acceptable to the office of the Director of Personnel.

3. Except in unusual circumstances, as noted below, no correspondence will be written and dispatched to an applicant by the Correspondence Branch, PRD, unless the subject's applicant file accompanies the request for the communication.

4. The following minimum requirements for correspondence with applicants will be observed:

a. Upon initial application - includes individuals recruited by the Personnel Procurement Division; those who, upon their own initiative, apply for employment either in person or by mail; and those whose application was generated either within the Office of Personnel or in another Agency component:

Correspondence received from these individuals shall be answered without delay. Immediate acknowledgement will be made upon receipt of forms or other requested material. However, the receipt of application forms from applicants for clerical positions will not be acknowledged in separate correspondence unless, in the opinion of the Chief, Clerical Placement Branch, Placement and Utilization Division, approval of the appointment will be delayed.

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If no delay is foreseen, no correspondence will be dispatched to the applicant until after a security clearance is requested. At that time a letter will be dispatched apprising the applicant that her forms have been received and that the actual processing of her appointment has begun.

b. During "shopping" period - includes individuals who have furnished completed application forms and other documents and whose Applicant Folders are being routed to operating components by Placement Officers for selection:

Placement Officers shall insure that the applicant is advised at intervals not longer than 30 days, by letter, telegram or telephone, that his application is under consideration and that every effort is being made to arrive at a determination in his case. The letters will be personalized insofar as practicable and should be written in a manner calculated to keep the applicant actively interested in employment with the Agency. The following procedure will apply:

(1) The Placement Officer concerned will determine when interim correspondence is appropriate and the type of correspondence to be transmitted to the applicant.

(2) In those instances in which it is not feasible for the Placement Officer to recall the applicant file from the office reviewing the application, Form No. 37-131, Request for Interview or Correspondence, will be completed by the Placement Officer and forwarded to the Correspondence Branch, PRD. The "Other" box on Form No. 37-131 will reflect the particular type of letter to be prepared, and will include a brief statement citing the specific office which is considering the application and the degree of interest currently being evinced by that office. This information should be based on an actual follow-up contact with the office concerned. A duplicate of Form No. 37-131 will be filed in the Applicant Folder.

(3) The Correspondence Branch will prepare the appropriate correspondence, dispatch it, and transmit a copy to the Placement Officer concerned for inclusion in the Applicant Folder. Copies of standard letters used by the Correspondence Branch are available upon request to personnel concerned.

c. During processing for employment - includes individuals selected for employment and for whom security processing has been initiated:

These letters shall be initiated by the Chief, Transactions and Records Branch, PRD, or his designee. A letter will be dispatched to the individual immediately after security processing is

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initiated advising him that he has been tentatively selected for a position at a stated grade and salary, which conform to rates of pay prescribed by the Congress. In addition, the letter will indicate that the appointment is contingent upon the successful completion of reference checks, physical examination and review of qualifications which may require up to 30, 90 or 120 days, as appropriate. At least every 30 days thereafter and until receipt of action by the Office of Security, the applicant will be sent a letter advising him that processing is continuing.

d. Reject for security or medical reasons: Correspondence to individuals in this group will be initiated by the Chief or Deputy Chief, PRD, or by the Chief, Transactions and Records Branch, PRD, and prepared and dispatched by the Correspondence Branch.

e. Reject for other reasons: The Correspondence Branch will prepare and dispatch such correspondence upon receipt of the Applicant Folder and appropriate instructions from an authorized official (Chief or Deputy Chief, Placement and Utilization Division, or Placement Officer).

f. Entrance on duty: Immediately upon receipt of the appropriate security clearance, Transactions and Records Branch will initiate a letter to an individual in this category advising him that his appointment has been approved subject to final processing which includes the following: taking the oath office, signing a loyalty affidavit, completing a physical examination at the Agency's medical center, and participating in a final security interview. This letter will request the applicant to inform the Agency when he can report for duty and will indicate the time of day and place to report. In addition, it will appropriately advise him about travel and transportation at government expense, that his salary is subject to retirement and income tax withholdings, that his first pay check will be received about four weeks after he enters on duty, and that a loan can be arranged to assist him during this initial period of adjustment.*

4. Correspondence addressed to present or former general or flag officers or to individuals who hold or have held positions of major importance in civilian governmental service or private employment shall be routed to the Director of Personnel for signature.


HARRISON G. REYNOLDS
Director of Personnel

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*Loan arrangement will not be included in letters to applicants above the GS-9 level.